



MISSOURI DEPARTMENT OF NATURAL RESOURCES
SOLID WASTE MANAGEMENT PROGRAM
SCRAP TIRE SURFACE MATERIAL GRANT APPLICATION

Legal name of organization	Address	City/State/ZIP Code
Telephone number with area code	Fax number with area code	Federal tax ID number
APPLICANT PROFILE		
Type of Applicant (Check one) <input type="checkbox"/> Park or Park District <input type="checkbox"/> Non-Profit Entity (attach legal status documentation) <input type="checkbox"/> Private School <input type="checkbox"/> Public Entity or Institution <input type="checkbox"/> Government Organization <input type="checkbox"/> Other (Explain)		
Name of authorized official	Official title	Mailing address with City/State/ZIP Code
Telephone number with area code	Fax number with area code	E-mail address
Project Manager	Title	Mailing address with City/State/ZIP Code
Telephone number with area code	Fax number with area code	E-mail address
LOCATION PROFILE		
Location of the project site and status of property (i.e. owned, leased, being purchased, etc.)		
State Senator and District #	State Representative and District #	
Solid Waste Management Region	County	
EXECUTIVE SUMMARY		
All applicants are to answer the following questions or provide an explanation as to why the items are not applicable to the proposed project. There is an unlimited amount of space to write in your response. Provide as much information as you can to ensure the evaluators have a full understanding of the project.		
PROJECT SUMMARY		
Describe the proposed project and its objectives. Explain why there is a need for the project and its current status. Describe the number of people served by the project and the approximate geographic area of Missouri that will benefit from the project.		
MATERIAL SUMMARY		
Provide written documentation regarding the quality, quantity, cost and availability of your source of scrap tire material. Documentation should include the quantity required for your project, an estimated cost for the material for your project and an estimate of the cost of delivery of the material.		

MEDIA EXPOSURE

Provide a plan to seek media exposure for this project (guidelines provided in the application instructions).

RECYCLING EDUCATION

Provide a plan to use the project as part of a recycling program to teach students or children the benefits of recycling.

INFORMATION PLAN

Provide a plan for sending grant information to others (guidelines provided in application instructions).

SCOPE OF WORK

Identify project tasks by number and describe each task in not more than one paragraph. Project tasks are the actions taken to achieve specified project objectives. Identify personnel that are responsible for each task.

TIMELINE GRAPH

The Scope of Work tasks must be the items on the vertical axis of the timeline graph.

Quarterly progress reports are mandatory and shall be submitted after the **third, sixth, ninth** and **twelfth** month of the project period. The project period will be stated on the Financial Assistance Agreement of the grant. Due to the variable nature of the financial assistance negotiation process, it is not possible to predict the project start date. For this reason, the months on the timeline are referred to as numbers 1-13, not as January, February, etc.

PROJECT TIMELINE GRAPH (You may use this example or create your own timeline, provided it follows the same format.)

TASK													
TASK													
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TASK													
TASK													
TASK													
TASK													
TASK													
TASK													
TASK													
QUARTER REPORTS													
PROJECT MONTH	1	2	3	4	5	6	7	8	9	10	11	12	13

BUDGET

Complete the budget below showing the total cost of the proposed scrap tire surface material project. Grant funds are eligible for surface material and delivery costs only. Site preparation, material containment/support, labor, etc. are costs not eligible for grant fund reimbursement. Provide a copy of vendor quotes supporting the budget figures included below. Preference will be given to applicants requesting mats or pour-in-place surface materials. Grant recipients requesting mats or pour-in-place surface material will be eligible for a grant award up to \$20,000 while those requesting loose surface material will be eligible for a grant award up to \$10,000. **(Note: The budget summary will be used as the basis for the grant agreement and reflects the maximum amount for which the recipient may be eligible for reimbursement. If an applicant receives a grant award based upon additional scoring of points due to match funds identified by the recipient below and is later unable to meet the budgeted match, the recipient will only be eligible to receive reimbursement based on the percentage of match actually provided.)**

Budget Summary

	Requested Funds	Match Funds	Total
Scrap Tire Material			
Delivery			
Total			

SUPPORTING DOCUMENTS**Preliminary Project Design**

Provide a diagram of the area where the scrap tire surface material will be used. Include dimensions of the area and type of material to be used. Loose surface material must be at least 8-inches deep, wire free and properly contained. Running tracks, walking trails and other surface material projects must conform to the manufacturer's specifications. Mats and pour-in-place surface material must be placed on asphalt, concrete or other suitable surface(s). Provide information about both the surface material and containment (loose fill) or support (mats, tiles, pour-in-place) material to be used.

APPLICATION CHECKLIST

Before submitting your application, please complete this checklist. Only if the applicant can answer Yes to all questions on this form should the application be submitted. **Evidence substantiating each "Yes" answer in the checklist must be included in the application and be referenced on the checklist.**

Criteria	Yes	Where Documented (Page Numbers)	Department's Compliance Test (Department use only.)
1. Is the certification statement below signed and dated by the authorized official?			
2. Are an original and two copies of the application being submitted?			
3. Is the project located in Missouri?			
4. Is the applicant profile complete?			
5. Is the executive summary complete?			
6. Is the scope of work complete?			
7. Is the time line graph complete and in the proper format?			
8. Is the budget complete?			
9. Is the amount of assistance requested \$20,000 or less for mats or pour-in-place surface material, or \$10,000 or less for loose surface material?			

I hereby certify that the information in this application is true and correct. I further certify that the organization I represent has sufficient resources to conduct this project while awaiting reimbursement from the department.

Further, I certify compliance with the following criteria:

1. The applicant is not owned or controlled by a church, sect or denomination of religions and the grant would not directly aid any church, sect or denomination of religion.
2. The applicant's mission and activities are secular (separate from religion; not spiritual) in nature.
3. The grant will be used for secular (separate from religion; not spiritual) purposes rather than for sectarian (Denominational, devoted to a sect) purposes.

Signature of authorized official	Date
Signature of project manager	Date